

# VENDOR MANUAL DOCUMENT

2019-2020 VERSION 3.0

**SECTION 9 – WAG ACI WEB PROCEDURES  
TRAINING GUIDE**

# OVERVIEW

## APPAREL DOCUMENTATION AND CLASSIFICATION

This Web Procedures Training Guide details how to submit apparel classification information and create the Destination Maternity (DM) automated invoice on the web. Also included is the standard operating procedures (SOP) for DM classification process.

## VENDOR/AGENT SUMMARY TIMELINE

1. Complete apparel classification information on the web when garment's Pre-Production sample has been approved.
2. Destination Maternity Customs Compliance team will assign HTS# within 48 hours of submission by Vendor.
3. Vendor completes automated commercial invoice (ACI) on the web when goods are ready to ship.
4. Vendor emails scanned documentation to 'DMC' (Web Portal Term for DM) once goods have shipped.

## CUSTOMS COMPLIANCE CONTACT:

| NAME   | CONTACT INFORMATION  |
|--|--|
| Jim McDermott<br>Director Customs Compliance | Direct: 609-447-3801<br><a href="mailto:jmcdermott@destinationmaternity.com">jmcdermott@destinationmaternity.com</a> |

# VENDOR DETAIL PROCEDURES

## CLASSIFICATION

In order to ensure timely and accurate classification of apparel shipments, it is essential that Destination Maternity Vendor Management submit classification information for all apparel shipments. This information is to be entered through the Destination Maternity Web portal.

[NOTE: Step by step instructions on how to complete the apparel classification on the web can be found on pages 4 to 7.](#)

Timing of the apparel classification information is critical to ensure there are no disruptions to the creation of the automated invoice (ACI) or the customs clearance process. The following guidelines are to be used by Vendors for submitting Apparel Classification information through the web:

- Apparel classification information is to be submitted through the web when the garment's Pre-Production sample and Testing has been approved by DM.
- Please note the DM automated invoice cannot be completed until the Apparel Classification has been submitted, reviewed and entered in the automated system by DM.

## AUTOMATED INVOICE

In order to ensure timely and accurate US Customs clearance of apparel shipments, it is essential that Destination Maternity Vendors submit a Destination Maternity Automated Invoice with all other necessary clearance documentation.

[NOTE: Step by step instructions on how to complete the DM automated invoice on the web can be found on pages 8 to 12.](#)

Timing of the Destination Maternity automated invoice is critical to ensure there are no disruptions to the shipping or the customs clearance process. The following guidelines are to be used by Vendors for completing and submitting the DM automated invoice through the web:

- Vendor must complete the DM automated invoice on the web as soon as the goods are ready to ship.
- DM automated invoice **MUST** be submitted with all the other clearance documents to be used for both payment and US clearance.

# DESTINATION MATERNITY PROCEDURES

## APPAREL CLASSIFICATION

The Destination Maternity (DM) Customs Compliance specialist is responsible for assigning the proper HTS# and Quota category # for clearance with US Customs:

- The DM customs compliance specialist runs a “New Apparel Classification” report daily which has all Apparel Classifications submitted to Destination Maternity that have not yet been approved.
  
- The DM customs compliance specialist is required to review all apparel classifications submitted daily.
  
- Once reviewed, the specialist will either classify the apparel or request additional information or a sample, and then classify.
  
- If unable to classify, the specialist will send an E-mail to the Vendor requesting additional information or advise reason for delay.
  
- Upon determination of the proper classification for the apparel, the specialist will enter the description, HTS # and Quota category # into the automated invoice system.

# INSTRUCTIONS FOR COMPLETING DM APPAREL CLASSIFICATION ON THE WEB

## [DM WEB SYSTEM STEP BY STEP INSTRUCTIONS](#)

1. Vendor logs into the Destination Maternity Web system:

<http://wwot.motherswork.com/AGENT/login.asp?name=XXXXX>

Note: The XXXXX must be replaced by the username. Contact Customs Compliance Director if you are uncertain of your username.



2. Choose the option "Classify Styles"



**Apparel Classification (Wearing Apparel Guide)**


This is where the HTSUS, quota category, and duty rate for a style can be generated after entering the garment's fiber content and answering some questions.

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**Create a Commercial Invoice**

From here you can generate a commercial invoice using information already entered into our system.

3. Enter the style #, season-style-color.
4. Choose "# of garments to classify".
5. Choose (Continue).

 **Wearing Apparel Guide**

If you are entering information on a new style, please enter the style number, choose the number of garments, and click "CONTINUE."  
 If you would like to view or update information on a previously entered style, enter the style number and click "VIEW/UPDATE."  
 Click "Main Page" to return to the Agent Main Screen.


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**Enter the style number.**

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**Choose the number of garments associated with this style.**

6. Choose "Knit, Woven or Leather".
7. Choose "Garment Type" (read descriptions to the right and verify you are selecting the correct type).
8. Choose (Continue).


  
 Style 1-15638-94

Please make your choices and click "CONTINUE."  
 If you would like to start over click "Start Over."

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**Choose Knit, Woven, Leather, or N/A.**

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**Choose the garment type. Review all types and the descriptions before choosing.**

Description:

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**Does the garment have a lining?**

YES  NO

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9. Enter fiber content. Must be equal to 100%.
10. Choose (Continue).

|                              | Fiber Type                         | Garment Percentage               |  |
|------------------------------|------------------------------------|----------------------------------|--|
| <b>Natural Fibers:</b>       | Cotton                             | <input type="text"/> %           | <input type="button" value="Clear Content"/> |
|                              | Wool                               | <input type="text"/> %           |  |
|                              | Mohair                             | <input type="text"/> %           |  |
|                              | Fine Animal Hair                   | <input type="text"/> %           |  |
|                              | Cashmere                           | <input type="text"/> %           |  |
| <b>Man-Made Fibers:</b>      | <b>Synthetic:</b>                  |                                  |  |
|                              | Polyester                          | <input type="text"/> %           |  |
|                              | Acrylic                            | <input type="text"/> %           |  |
|                              | Modacrylic                         | <input type="text"/> %           |  |
|                              | Polyethylene                       | <input type="text"/> %           |  |
|                              | Polyurethane                       | <input type="text"/> %           |  |
|                              | Nylon                              | <input type="text"/> %           |  |
|                              | Spandex                            | <input type="text"/> %           |  |
|                              | Metallic                           | <input type="text"/> %           |  |
|                              | <b>Artificial:</b>                 |                                  |  |
| Rayon                        | <input type="text" value="100"/> % |                                  |  |
| Acetate                      | <input type="text"/> %             |                                  |  |
| Lyocell (Tencel)             | <input type="text"/> %             |                                  |  |
| Modal                        | <input type="text"/> %             |                                  |  |
| <b>Other Textile Fibers:</b> | Ramie                              | <input type="text"/> %           |  |
|                              | Linen                              | <input type="text"/> %           |  |
|                              | Silk                               | <input type="text"/> %           |  |
|                              | Silk Waste                         | <input type="text"/> %           |  |
|                              | Jute                               | <input type="text"/> %           |  |
| <b>Other Material:</b>       | Metal                              | <input type="text"/> %           |  |
|                              | Leather                            | <input type="text"/> %           |  |
|                              | <b>TOTAL</b>                       | <input type="text" value="0"/> % |  |

11. Answer all questions asked.
12. Review details, HTS and Category #'s.
13. If all is correct Choose (submit to DMC).

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Style 1-15638-94

Change Content

Change Garment

Start Over

Please **verify** that the **highlighted** information below is correct.  
If it is, you can enter a note you would like to send to Destination Maternity.  
If you have the Labtest Number and Labtest Date please enter them. If not, you will need to update this style at a later time and include the labtest information.  
Click "SAVE" to save the classification for this style for future updates, or click "SUBMIT TO DMC" to submit it to Destination Maternity.

If you would like to change the fiber content, click "Change Content."

If you would like to change the garment type, click "Change Garment."

|                     |
|---------------------|
| Rayon: <b>100%</b>  |
| HTSUS: 6104.44.2010 |
| QUOTA CATEGORY: 636 |
| DUTY RATE: 14.9%    |

NOTE: Apparel information must be submitted to Destination Maternity for classification and entry into the system. If the apparel information is not submitted to DM and classified by DM, the automated invoice will not be able to be finalized.



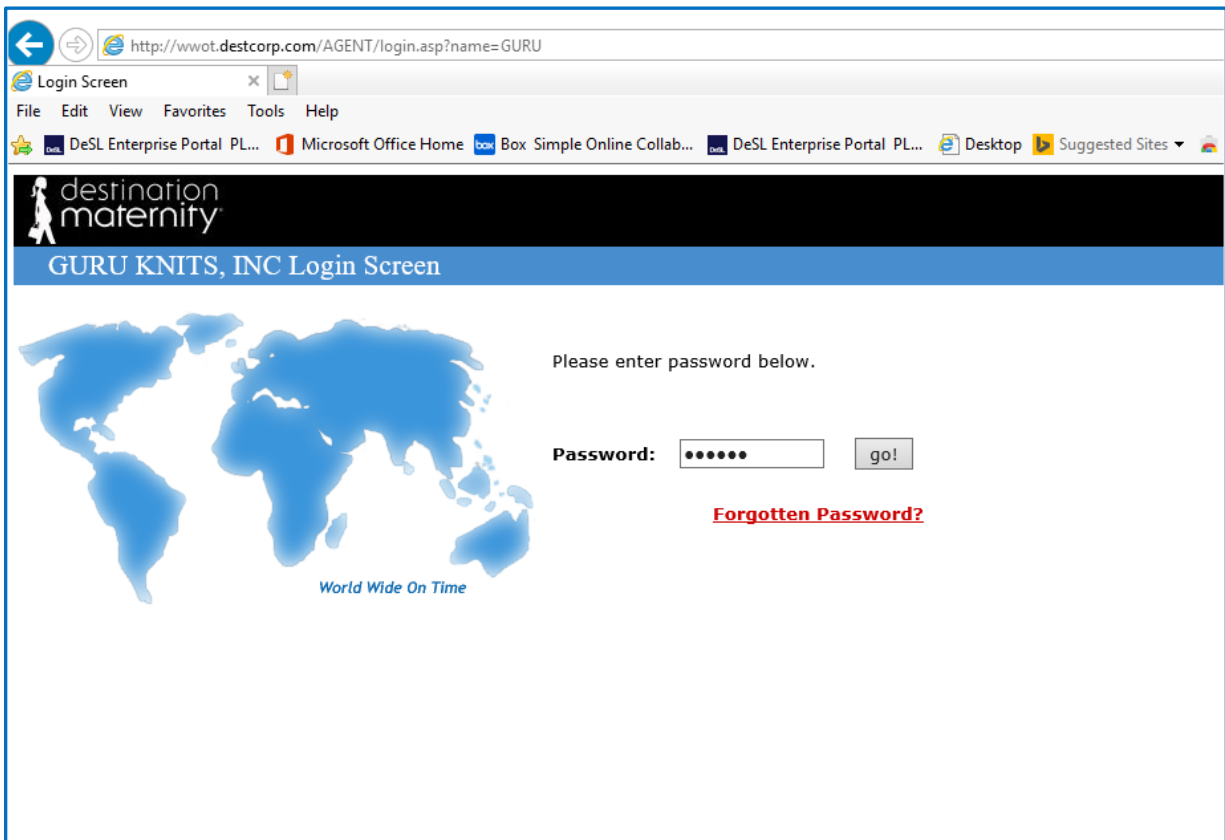
# INSTRUCTIONS FOR COMPLETING THE DM AUTOMATED COMMERCIAL INVOICE ON THE WEB

## [DM WEB SYSTEM STEP BY STEP INSTRUCTIONS](#)

1. Vendor logs in the Mothers Work Web system:

<http://wwot.motherswork.com/AGENT/login.asp?name=XXXXX>

Note: The XXXXX must be replaced by the username. Contact Customs Compliance Director if you are uncertain of your username.



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GURU KNITS, INC Login Screen

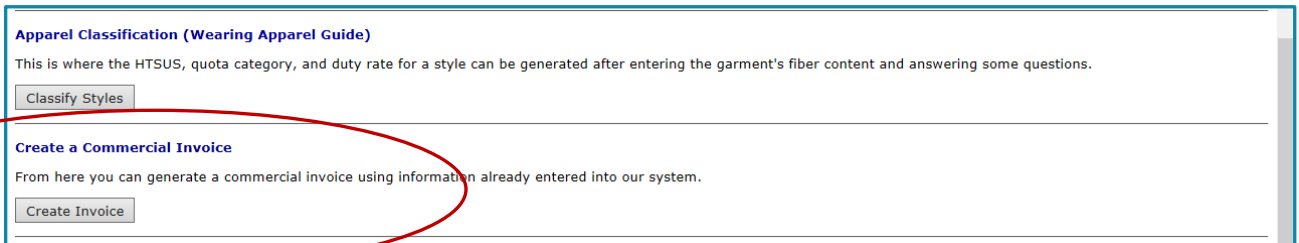
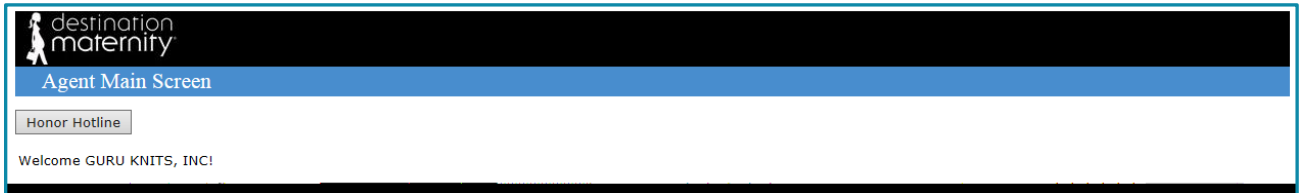
Please enter password below.

Password:

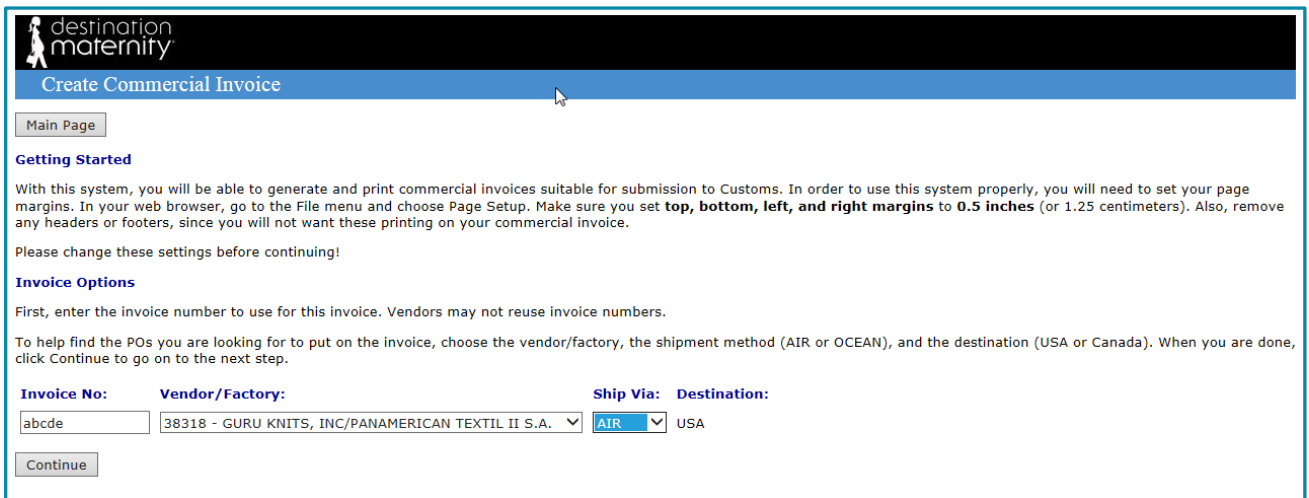
[Forgotten Password?](#)

World Wide On Time

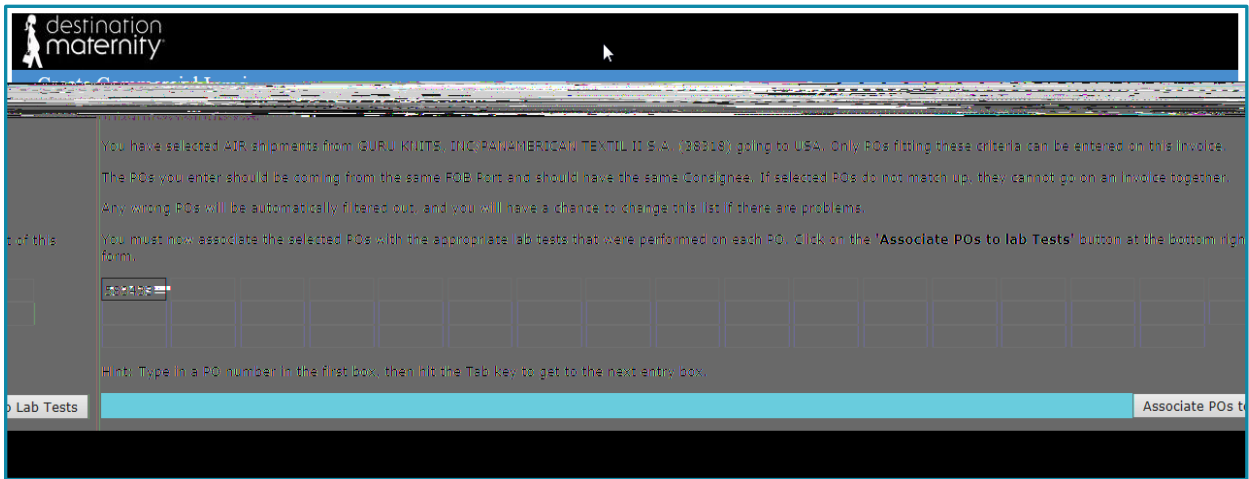
2. Choose (Create Invoice)



3. Enter Invoice Number, created by the agent/vendor. Duplicate invoice numbers will be rejected.
4. Choose "Vendor/Factory".
5. Choose "Ship Via".
6. Choose (Continue).



7. Enter PO (S).
8. Choose (Associate POs to lab test).



9. The next screen will bring you to “Lab Testing for CPSC Certificate”.
10. Fill in appropriate fields for the PO# indicated and click on “Submit”:
  - Date of Testing
  - Manufacturing Date
  - Organizations
  - Labs
  - Test Performed

NOTE: Please contact DM Customs Compliance Team if lab organizations or locations are missing or if you had been issued a consolidated Testing Plan from DM Testing Team, allowing the sharing of test reports for Fabric/Colors/Garments (Program Styles).

11. For multiple PO#'s shipping on the same invoice, the system will automatically ask you to submit testing information individually for each PO#.

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Main Page  
Go Back

**Lab Testing for CPSC Certificate**

Invoice: abcde  
POs Selected: 583433  
PO:   
Manufacturing Date:  format: MM/YYYY  
Date of Testing:  format: MM/DD/YYYY  
City & Country:   
Organizations:   
Labs:   
Tests Performed:  Standard for Flammability of Clothing Textiles  
 Exempt from Testing under Flammable Fabrics  
 Children's Sleepwear Flammability Standards  
 ASTM Standard for Drawstrings in Children's C  
 Small Parts Standard  
 Mandatory Toy Safety Standard (incl. ban on s  
 Lead in Paint Ban  
 General Lead Standard  
 Phthalate Content Standard

Submit

12. After you have submitted information for all PO's you will come to this final screen. "Lab Test for CPSC Certificate Completed". Please click on "Add POs to invoice".
13. Enter quantity, if it has not already been filled with freight forwarder information.
14. Enter any deductions to be minus off the invoice for money owed to Destination Maternity.

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**Create Commercial Invoice**

Main Page

**Review Selected POs**

Please review the list of POs that will appear on the invoice. If you need to change this list, use the Change List button to go back and enter different POs, then continue to this page again.

The POs below may require you to enter quantity (in units) that will be shipped. Please note that once you enter the quantity, Destination Maternity will expect to receive exactly what you have entered.

When the list is as you wish, enter deductions if applicable and click Continue at the bottom of this page to go on to the next step.

| PO     | Exp Qty | Qty                  | Cartons | CBM | MWI Exp Date at FF | FF Exp Date at FF | Actual Date at FF | HBOL# | Hold PO |
|--------|---------|----------------------|---------|-----|--------------------|-------------------|-------------------|-------|---------|
| 583433 | 1000    | <input type="text"/> |         |     |                    |                   |                   |       |         |

Style: 15638-94 DRS SLVLS RCHD FRT STRP B/W Vendor: GURU KNITS, INC/PANAMERICAN TEXTIL II S.A.  
FOB Port: SANTO TOMAS DE CASTILLA, GUATEMALA Freight Forwarder: PTX Consignee: Fleet Bank

Change List

**Enter Deductions**

The POs listed above will appear on the invoice and a total payable value will be calculated. If you need to enter deductions, you may do so here. You can skip this step if you have nothing to enter. When you are done, click the Continue button.

A deduction is a reduction from the total invoice amount, used to settle payments owed DMC from the factory. Please provide a detailed description including PO owed against and Destination Maternity chargeback number.

| Description:         | Quantity (Units)     | Unit Deduction (US \$) | Total Amount (US \$) |
|----------------------|----------------------|------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | x <input type="text"/> | = <b>0.00</b>        |
| <input type="text"/> | <input type="text"/> | x <input type="text"/> | = <b>0.00</b>        |

Continue

NOTE: Discounts will automatically generate onto the invoice.

15. Enter "Preparer's Name", "Preparer's Company" and "Preparer's Title".
16. Enter Manufacturer's Name and Address.

NOTE: DM must declare the actual Manufacturer's name and address to US Customs. The actual manufacturers will be the factory that physically produced the garment.

Create Commercial Invoice

[Main Page](#)

Below is a draft of the commercial invoice for the POs you have entered. You must fill in all remaining fields, including Dates, Totals, Manufacturer information, and Preparer information, in order to complete the invoice. Once you have filled in all fields, click the "Finalize Invoice" button on the bottom of this page. A copy of the invoice will be electronically submitted to Destination Maternity and you will be able to print out a copy for use with Customs.

NOTE: Do not print this document. This is only a draft!

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|  |   |
|--|---|
| <p><b>Seller/Vendor:</b><br/>GURU KNITS, INC/PANAMERICAN TEXTIL II S.A.<br/>225 W. 39TH STREET<br/>LOS ANGELES, CA 90087</p> <p><b>Consignee:</b><br/>Destination Maternity Corporation<br/>232 Strawbridge Drive<br/>Moorestown, NJ 08057 USA</p> <p><b>Manufacturer's Name:</b> <input type="text"/></p> <p><b>Manufacturer's Address:</b><br/>Street Address: <input type="text"/><br/>City: <input type="text"/><br/>State/Province: <input type="text"/><br/>Country: <input type="text"/><br/>Zip Code: <input type="text"/></p> | <p><b>Invoice No:</b> abcde<br/><b>Invoice Date:</b> 08 DEC 2015</p> <p>Preparer's Name: <input type="text"/><br/>Preparer's Company: <input type="text"/><br/>Preparer's Title: <input type="text"/></p> <p><b>For Account &amp; Risk of:</b><br/>Destination Maternity Corporation<br/>232 Strawbridge Drive<br/>Moorestown, NJ 08057 USA</p> <p><b>Port of Loading:</b> SANTO TOMAS DE CASTILLA, GUATEMALA<br/><b>Port of Discharge:</b> NEW YORK, NY, USA<br/><b>Final Destination:</b> PHILADELPHIA, PA, USA</p> <p><b>Sailing On or About:</b> <input type="text"/></p> |
|--|---|

| PO     | Style    | Description              | Quota Cat#        | HTS#         | Ctry of Origin | Terms | Quantity (Units) | Unit Price (US \$) | Total Amt (US \$) | DC* NDC* |
|--------|----------|--------------------------|-------------------|--------------|----------------|-------|------------------|--------------------|-------------------|----------|
| 583433 | 15638-94 | Missing description!     | Missing category! | Missing HTS! | GUATEMALA      | BOAT  | 1000             | 11.4800            | 11,480.00         |          |
|        |          | PO 583433 DUTIABLE VALUE |                   |              |                |       |                  |                    | 11,480.00         |          |
|        |          | PO 583433 PAYABLE VALUE  |                   |              |                |       |                  |                    | 11,480.00         |          |
|        |          | TOTAL DUTIABLE VALUE     |                   |              |                |       |                  |                    | 11,480.00         |          |
|        |          | SUBTOTAL PAYABLE VALUE   |                   |              |                |       |                  |                    | 11,480.00         |          |
|        |          | <b>Deduction:</b>        |                   |              |                |       | 1                | 5.0000             | 5.00              |          |
|        |          | TOTAL PAYABLE VALUE      |                   |              |                |       |                  |                    | 11,475.00         |          |

\* DC: Dutiable Charges. NDC: Non-dutiable Charges.

TOTAL QUANTITY:

TOTAL CARTONS:

TOTAL NET WEIGHT:  kgs.

TOTAL GROSS WEIGHT:  kgs.

17. Enter "sail on or about" date.
18. Enter total cartons.
19. Enter net weight and gross weight.
20. [Verify all data is accurate.](#) If not, contact the appropriate Destination Maternity department as noted on the contact list.
21. Finalize commercial invoice.

22. Print commercial invoice.
23. Email the finalized Destination Maternity automated invoice with all other clearance documentation listed below within 24 hours of export.
  - ✎ ACI (automated commercial invoice).
  - ✎ Detailed Packing List.
  - ✎ Country declaration.
  - ✎ BOL or Hawb.
  - ✎ Any special Regime Documentation.